

REQUEST FOR RECORDS RETENTION SCHEDULE  
Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE  
NO. 251  
PAGE  
NO. 1. ✓

1. Requesting Agency  
DEPARTMENT OF BUDGET AND PROCUREMENT

2. Division or Bureau of Requesting Agency  
PURCHASING BUREAU

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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REVOLVING FUND

To enable the State to realize savings made possible by bulk and seasonal buying a Revolving Fund was established and a warehouse opened in 1926. Purchases are made on the anticipated needs of the Using Authorities and the supplies stored in the Warehouse until needed by the Using Authority. A General Ledger is maintained as the permanent book of account for the Revolving Fund.

1. Other records involved in the operation of the Revolving Fund include the following:

Dates: 1949 - -  
Quantity: 15 drawers and 14 cubic feet (total 40 cubic feet)  
Annual Accumulation: 5½ cubic feet  
Disposable Amount: 25 cubic feet  
Audit: State

47-A Purchase Order - Triplicate copy (original goes to the vendor, duplicate to the Using Authority, quadruplicate to Warehouse)  
Subsidiary Stores Ledger - shows classification item number, commodity received, vendor's name, cost per unit; date received, order number, quantity and amount; date issued, invoice number, Using Authorities, quantity shipped, and amount; balance on hand, and monthly monetary balances. The Subsidiary Stores Ledger is used as a posting

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7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date

Archivist

Date

Secretary

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	<p>medium to the Daily Tie-In-Sheet and also for inventory control purposes.</p> <p>Daily Tie-in Sheet - postings to this sheet indicate daily receipts into and shipments from stock. It is used as a detail record to balance the subsidiary account and for posting to the General Ledger.</p> <p>51 Report of Partial Delivery - forwarded to the Revolving Fund Desk if more than one shipment is required to complete the contract</p> <p>47-A Purchase Order - Quadruplicate copy - forwarded to the Revolving Fund Desk as a delivery report when the contract is completed in one shipment.</p> <p>57 Invoice - Received from vendor in triplicate, original forwarded to the Comptroller, duplicate attached to file copy of transmittal. The triplicate is filed in numerical order and is used for reference purposes only. This copy of the invoice (triplicate) is considered non-record within the meaning of the statute governing non-record material (Art. 43, Sec. 155, Annotated Code of 1951)</p> <p>E-1 Transmittal - original and duplicate forwarded to Comptroller, lists invoices to be paid; the original invoices are attached to the transmittal. The file copy of the transmittal has the duplicate of the invoices attached.</p> <p>Paying Warrant - agency copy of Pay Warrant</p> <p>Delivery Invoice - original forwarded from Warehouse to Revolving Fund Desk at time material is removed from Warehouse. Used to post to Subsidiary Stores Ledger card and Daily Tie-in Sheet</p> <p>52 Credit Memoranda</p> <p>Debit Memoranda adjusting documents issued to correct over or under charges on previous billings or to credit returned commodities. Used to adjust subsidiary and general ledgers.</p> <p>The records noted above are filed in the following manner:</p> <p>The Purchase Order (triplicate) is filed separately; the Partial Delivery Report or Purchase Order (quadruplicate) is filed as a unit; vendor's invoices, transmittals, and paying warrants are filed as a unit; the subsidiary stores ledger, daily tie-in sheet, delivery invoice, and credit memoranda are maintained in individual files.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	<p>APPROVED</p> <p>HALL OF RECORDS COMMISSION</p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date MAY 14 1956</p> <p>Secretary</p>

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2.

PURCHASE ORDER

WAREHOUSE

Form No.: 47-A  
Dates: 1947 - -  
Quantity: 1 drawer  
File Arrangement: Chronological  
Annual Accumulation: 1 or 2 linear inches  
Disposable Amount: 1 cubic foot

The Warehouse copy of the Purchase Order is used as a delivery sheet. If all items on the order are delivered at one time the purchase order is forwarded to the Revolving Fund Desk. If the delivery is in part only, a Partial Delivery Report is prepared and forwarded to the Desk; another Partial Delivery Report is prepared when the delivery is completed and the Purchase Order retained in the Warehouse. There is very rare reference to it after the delivery is completed.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3.

STORES RECORD CARD

Form No.: 54  
Size: 5" x 8"  
Dates: 1947 - -  
Quantity: 2 cubic feet  
File Arrangement: By Quarter, and commodity classification therein  
Annual Accumulation: less than  $\frac{1}{2}$  cubic feet  
Disposable Amount:  $1\frac{1}{2}$  cubic feet

This is an inventory control card prepared for each class of commodity requisitioned. Card shows commodity, size or package, unit, vendor, quarter, where located in Warehouse, deliveries, order number, quantity received, invoice number, Using Authority, quantity delivered, and balance on hand. The cards are placed in an inactive file as each purchase stored in the Warehouse is depleted.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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4.	<p><u>STORES REQUISITION</u></p> <p>Form No.: 37A Size: 8" x 11" Dates: 1949 - - Quantity: 3 drawers (4½ cubic feet) File Arrangement: Numerical Annual Accumulation: ½ cubic foot Disposable Amount: 2 cubic feet Audit: State</p> <p>This form is received from the Using Authority as authorization to ship commodities purchased through the Revolving Fund. It is used to post to the Stores Record (inventory) Card, prepare the Delivery Invoice, and note deliveries on the Stock Card (salmon) (Item 7).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
5.	<p><u>DELIVERY INVOICE BOOK COVERS</u></p> <p>Size: 8½" x 10" Dates: 1948 - - Quantity: 1 drawer (1½ cubic feet) File Arrangement: Numerical Annual Accumulation: less than ½ cubic foot Disposable Amount: 1 cubic foot</p> <p>Delivery invoices, for deliveries from the Warehouse, are pads of twenty-five pre-numbered invoice forms. No copies of the invoices are retained by the Warehouse. The cover of the invoice pad, however, notes the invoice number, purchase bureau number, date, and the Using Authority. They are used by the Warehouse as a reference to the status of the quarter's invoices.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	
6.	<p><u>REGULAR REQUISITIONS</u></p> <p>Dates: 1952 - - Quantity: 240 drawers (480 cubic feet) File Arrangement: Quarterly and by commodity therein Annual Accumulation: 80 drawers (160 cubic feet)</p> <p>To obtain the benefits of bulk buying the various Using Authorities submit requisitions to the Bureau for their anticipated needs of the next three months. On the basis of these requests, bids are</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS Date ..... MAY 14 1956</p> <p><i>[Signature]</i> Secretary</p>

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solicited and tabulated, and contracts awarded. The following records result from this operation:

- 1A Requisition for Supplies - one list for each classification received from the Using Authority
- 3 Proposal - form submitted by the bidder with the bid indicating acceptance of the general rules and regulations and specifications of the Bureau
- 67B Bid Tabulation Sheet
- 27A Copy of Contract Awarded - the original contract is forwarded to the vendor; besides the copy filed with other documents pertaining to the purchase, the Bureau also has a carbon copy on plain yellow paper filed numerically and used as a check against the invoices before payment is approved.
- L7A Purchase Order - Warehouse copy if delivery is to be made to the Warehouse.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

7. STOCK CARDS (SALMON)

Form No.: 11  
Dates: 1947 - -  
Quantity: 6 cubic feet  
File Arrangement: By quarter and classification  
Annual Accumulation: 1 cubic foot  
Disposable Amount: 3 cubic feet

The salmon stock card is prepared for purchases made through the Revolving Fund for delivery to the Warehouse. The card shows the Using Authority making the requisition, the material requisition, quantity, vendor, unit price, contract number, and whether groceries or dry goods, etc. The card is used for the preparation of delivery invoices, and for stock control purposes.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

8. STOCK CARDS (WHITE)

Form No.: 11  
Size: 5" x 8"  
Dates: 1947 - -  
Quantity: 10 cubic feet  
File Arrangement: By quarter and therein by commodity  
Annual Accumulation: 1½ cubic feet  
Disposable Amount: 5 cubic feet

A white stock card is prepared for quarterly purchases which are to be delivered directly to the Using Authority. One card is prepared

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9.	<p>for each class of commodity showing Using Authority for whom ordered, description of item, quantity, vendor, price per unit. The card is used as a control for deliveries and to check vendors invoices for consistency of unit prices.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p> <p>OTHER REQUISITIONS</p> <p><u>OUT-OF-SCHEDULE PURCHASES</u></p> <p>Dates: 1952 - - Quantity: included in Item 6 File Arrangement: By classification and chronological therein</p> <p>Out-of-Schedule requisitions are used by the Using Authorities to requisition material the need for which was not anticipated at the time the regular requisition was submitted or such other items as may be exempted by the Director of the Department such as printing, perishables, etc. Records involved in these purchases and filed in the Bureau include:</p> <p>100/16 Out-of-Schedule Requisition for supplies 68A Inquiry - sent to vendors and contractors regarding their ability to supply the item, and the conditions. 26A Copy of Contract Awarded - the Bureau retains two carbon copies of the award on plain yellow paper. The original is forwarded to the vendor and a copy on Form 27A to the Using Authority. Of the two copies retained by the Bureau, one is attached to the Requisition and the other is filed in the numerical file where it is used to check against the invoices before payment is approved. Correspondence and vendor's advertising literature is also attached to the requisition 67B Tabulation Sheets - may also be attached.</p> <p>The recommendation for this item applies to the requisition and all data attached thereto and the copy of the award of contract in the numerical file.</p> <p>An extra copy of the Out-of-Schedule requisition is maintained by the Chief of the Bureau as a reference file. This copy is considered non-record within the meaning of the statute governing non-record material (Art. 4, Sec. 155, Annotated Code of 1951).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p> <p>APPROVED BY BOARD OF PUBLIC WORKS Date MAY 14 1956 <i>[Signature]</i> Secretary</p>

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10. CAPITAL FUND REQUISITIONS

Quantity: included in Item 6

Requisitions for equipment to be charged to Capital Funds of the Using Authority must first be approved by the Department of Public Improvements before submission to the Purchasing Bureau. A Capital Fund requisition includes the following records:

CF-1 Capital Fund Requisition for Equipment

68-A Inquiry - sent to vendors regarding their ability to supply the required items

CF-3 Copy of contract awarded

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

11. ACTUAL EMERGENCY PURCHASE REPORT

Form No.: 100/24

Size: 8½" x 11"

Dates: 1952 - -

Quantity: 3 drawers

File Arrangement: Chronological

Annual Accumulation: 1 drawer

Emergency purchases are permitted, whereby the usual purchasing procedures are by-passed and the Using Authority obtains the needed commodity or service immediately. The report of such purchases must contain a statement justifying the purchase and be accompanied by the original and duplicate of the vendors invoice before the Bureau will approve payment. If the duplicate of the invoice is not available the Using Authority must show the details of the invoice on the Emergency Purchase Report.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY. APPROVED BY  
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12. CORRESPONDENCE

Date.... MAY 14 1956

Dates: 1954 - -

Quantity: 6 drawers

File Arrangement: Alphabetical by name of correspondent

The buyers, billing clerk, and the Chief of the Bureau, each maintains a file of correspondence concerned with the routine functions of their operations.

RECOMMENDATIONS: RETAIN FOR THREE YEARS AND THEN DESTROY.

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Item No.

DONABLE FOOD PROGRAM

The Purchasing Bureau is the State agency responsible for the receipt and distribution of surplus foods made available to public and private eleemosynary institutions, summer camps, and for family welfare distribution in Maryland by the Production and Marketing Administration of the U.S. Department of Agriculture. The permanent records of this operation are in two volumes - Order Register and Delivery Account - showing the receipt and distribution data of all transactions of the Program.

13. DISTRIBUTION FILE

Dates: March 1, 1949 - -  
Quantity: 7 drawers (14 cubic feet)  
File Arrangement: Numerical  
Annual Accumulation: 2 drawers (4 cubic feet)  
Disposable Amount: 3 drawers (6 cubic feet)  
Audit: State and Federal

The records concerned with each delivery received from the U.S.D.A. are filed together as one unit. Records included are:

FD 54 Delivery Order (U.S.D.A. form)  
Notice of Allocation (U.S.D.A. form)  
FP-L-4 Confirming Order (U.S.D.A. form) indicating order has been placed for shipment  
Notice of Allocation to Institution - one copy for each institution participating.  
Distribution Work Sheet - shows name of institution and amount ordered, allocated, and shipped.  
Delivery Receipt - indicating receipt of food by Institution  
Bill of Lading  
70 Tabulation Sheet - (Purchasing Bureau form) used as a delivery control  
Railroad Arrival Notice  
Freight bill  
FD-57 Report of Shipment Received Short and/or Damaged - occasional

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

14. RECIPIENT INSTITUTION FILE

Dates: 1949 - -  
Quantity: 1 drawer (2 cubic feet)  
File Arrangement: Alphabetical  
Annual Accumulation: 3 linear inches

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Date MAY 14 1956

*[Signature]*

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An individual file folder is established for each institution, agency, camp, etc., accepting food through the Program. The file contains the agreement with the State by which the recipient agency agrees to the terms of the Program, an annual inventory of Donable Food Program stock on hand, and some correspondence.

RECOMMENDATION: RETAIN WHILE ACTIVE AND FOR AN ADDITIONAL THREE YEARS AFTER DATE OF LAST ENTRY, AND THEN DESTROY.

15. GENERAL CORRESPONDENCE

Dates: 1949 - -  
Quantity: 1 drawer (2 cubic feet)  
File Arrangement: Alphabetical  
Annual Accumulation: 3 linear inches

Correspondence concerned with the Program. It is with Federal, State, local and other state agencies, transportation and storage companies, individuals, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.

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MAY 14 1956  
Date .....

*[Signature]*  
Secretary